

Comparisons of Job Characteristics

Focus Occupation: Order Clerks (43-4151)

Associated Occupation: First-Line Supervisors of Office and Administrative Support Workers (43-1011)

[Compare Knowledge](#)

[Compare Skills](#)

[Compare Abilities](#)

[Compare Detailed Work Activities](#)

[Compare Tools and Technologies](#)

<<	Focus occupation element is much lower
<	Focus occupation element is lower
0	Focus occupation element is at a similar level
>	Focus occupation element is at a higher level
>>	Focus occupation element is at a much higher level

Knowledge

Similarity of Focus Occupation to Associated Occupation: 72

Focus Occupation: Order Clerks (43-4151)

Associated Occupation: First-Line Supervisors of Office and Administrative Support Workers (43-1011)

Associated Occupation's Key Knowledge Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating	Evaluation of Focus Occupation
Customer and Personal Service	11.3	16.7	20.0	> Current knowledge level is likely sufficient
Administration and Management	8.4	14.6	8.4	<< Extensive education and/or training may be required
Clerical	7.3	12.7	11.5	< Expanded education and/or training may be required
Personnel and Human Resources	5.6	10.6	2.6	<< Extensive education and/or training may be required
Economics and Accounting	4.4	9.0	5.8	<< Extensive education and/or training may be required

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Skills

Similarity of Focus Occupation to Associated Occupation: 82

Focus Occupation: Order Clerks (43-4151)

Associated Occupation: First-Line Supervisors of Office and Administrative Support Workers (43-1011)

Associated Occupation's Key Skills Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating	Evaluation of Focus Occupation
Active Listening	11.0	14.6	13.3	0 Current skill level may be sufficient
Monitoring	9.9	13.6	8.2	<< Extensive development of skills in this area may be required
Coordination	9.1	13.3	8.7	<< Extensive development of skills in this area may be required
Social Perceptiveness	9.1	13.3	9.3	<< Extensive development of skills in this area may be required

Time Management	8.9	12.5	6.8	<<	Extensive development of skills in this area may be required
Management of Personnel Resources	6.9	12.3	3.1	<<	Extensive development of skills in this area may be required
Negotiation	6.8	11.9	9.2	<<	Extensive development of skills in this area may be required
Learning Strategies	7.2	11.4	4.8	<<	Extensive development of skills in this area may be required
Persuasion	7.4	11.1	9.5	<	A higher skill level may be required
Management of Financial Resources	3.3	6.4	2.2	<<	Extensive development of skills in this area may be required
Management of Material Resources	3.7	6.2	4.5	<<	Extensive development of skills in this area may be required

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Abilities

Similarity of Focus Occupation to Associated Occupation: 92

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Associated Occupation's Key Abilities Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating		Evaluation of Focus Occupation
Oral Expression	12.4	15.1	14.4	0	Current ability level may be sufficient
Speech Clarity	10.2	13.4	11.8	<	Some improvement in abilities may be required
Speech Recognition	9.9	12.5	13.8	>	Current ability level is likely sufficient
Originality	7.6	10.7	6.4	<<	Extensive improvement in abilities may be required
Fluency of Ideas	7.6	10.0	7.3	<<	Extensive improvement in abilities may be required
Memorization	5.6	7.2	6.2	<	Some improvement in abilities may be required

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Activities that Both Occupations Have in Common

Similarity of Focus Occupation to Associated Occupation: 70

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Work Activities	Exclusivity of Activity
Maintain account records	69
Maintain inventory of office forms	71
Maintain records, reports, or files	5
Prepare financial reports	67
Resolve customer or public complaints	54

Not all positions in these occupations will necessarily perform all of the listed activities. The exclusivity rating is an indication of how unique the activity is amongst all occupations. The maximum rating is 100. High scores indicate that only a small number of occupations engage in that activity.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Tools and Technologies that Both Occupations Have in Common

Similarity of Focus
Occupation to Associated
Occupation: n/a

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Associated Occupation: First-Line Supervisors of Office and Administrative Support Workers (43-1011)

Tools and Technologies

Exclusivity

Tools and technology data is unavailable for one or both occupations.

Not all positions in these occupations will necessarily use all of the listed tools and technologies. The exclusivity rating is an indication of how unique the tool or technology is amongst all occupations. The maximum rating is 100. High scores indicate that only a small number of occupations use that tool or technology.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.